DOT Office of Emergency Transportation Crisis Management Center Y2K Activation Fact Sheet

The Research and Special Programs Administration (RSPA)

The Research and Special Programs Administration's mission is to make America's transportation systems more integrated, effective and secure by conducting and fostering cross-cutting research and special programs to enhance the quality of life, safety, the environment and the economic well-being of all Americans. The Administrator of RSPA is Ms. Kelley Coyner. Within RSPA is The Office of Emergency Transportation (OET).

The Office of Emergency Transportation (OET)

The Department of Transportation's Office of Emergency Transportation (OET) provides transportation assistance and coordination during multi-modal and natural disasters. During the millennium rollover, OET will operate the Crisis Management Center (CMC) to serve as the Department's central clearinghouse for Y2K information.

During the Y2K activation, the OET Director, William Medigovich, or Deputy Director, Janet Benini, serve as the Department's Crisis Manager. The Crisis Manager will provide overall direction of the CMC effort, and oversee coordination with the ICC and FEMA. While normally present in the CMC or adjoining Office of Emergency Transportation, the Crisis Manager may need to attend meetings or participate in briefings at other locations. In extremely adverse situations, the decision to relocate the CMC would be made by the Crisis Manager.

The Crisis Management Center (CMC)

The DOT Crisis Management Center (CMC), is located at DOT Headquarters in the Office of Emergency Transportation (Nassif Building, Room 8336). The CMC serves as a focal point for the transportation response, providing centralized management of information during an emergency. Experts from throughout DOT and its partner agencies assemble to analyze information, recommend appropriate courses of action, and provide consolidated reports for the Secretary and the federal response community.

During the Y2K activation period the CMC operations will be supervised by the Operations Chief and the Deputy Operations Chief. The Operations Chief is responsible for the functional management of the Crisis Management Center by:

- Ensuring modal representatives coordinate, and exchange information;
- Conducting periodic verbal briefings for the Secretary, Deputy Secretary or other senior officials as necessary; and
- Overseeing the production and dissemination of DOT input into the ICC Information Coordination Response System (ICRS) software.

The primary responsibility of the Deputy Operations Chief is to assist the Operations Chief in the collection, analysis, review, production and dissemination of periodic Situation Reports. Secondary responsibility is ensuring the smooth operation of the CMC.

During the Y2K activation period the CMC will:
- Monitor the millennium rollover by collecting, analyzing, and evaluating information from all available sources;
- Disseminate event-related information to appropriate internal and external agencies and offices;
- Establish and maintain liaisons with other Departments, the Federal Emergency Management Agency (FEMA), and DOT Operating Administrations;
- Maintain a record of all significant CMC activities to document DOT Headquarters response to Y2K.

In meeting these challenges, the CMC is supported by the following equipment:
- The Activation Information Management (AIM) system, a specialized emergency management software and geographic information systems;
- Innovative audio-visual system for briefings and video conferences;
- Several communications options including e-mail, telephone and high frequency radio;
- The National Alert Warning & Activation System (NAWAS), a hard-wired, non-public switch, communication system with FEMA headquarters, FEMA regional offices, and state emergency management offices; and
- SIPRNET, a secure Internet system to be operated by the Department of Defense liaison.

Crisis Management Center Augmentation Cadre (Cadre)

Each of the DOT Operating Administrations with operational responsibility provides cadre members to the CMC during activation. Cadre members help to assure modal representation, interagency coordination, and adequate staffing of the CMC.

Specific activities of the CMC cadre during Y2K activation include:

- Entering, deconflicting, and reviewing information submitted by the Operating Administrations in the AIM database;
- Communicating with DOT liaisons and at the National Y2K Information Coordination Center;
- Providing information to the ICC Incident Coordination Reporting System (ICRS);
- Consulting with other CMC Cadre when events involve or could impact more than one Operating Administration;
- Preparing situation reports;
- Participating in verbal briefing for the Secretary, Crisis Manager, or other parties, at the direction of the Operations Chief.

CMC Activation Hours During Y2K

Date	Hours of Operation (EST)	Staffing Level
Fri, Dec 31	0700 to 0900	Operations Chief, Deputy Operations Chief
Fri, Dec 31	Beginning 0900	Full CMC staffing
Sat, Jan 1	24 hours	Full CMC staffing
Sun, Jan 2	24 hours	Full CMC staffing
Mon, Jan 3	Ending 1900	Full CMC staffing
Mon, Jan 3/ Tue, Jan 4	1900 to 0700	Operations Chief, Deputy Operations Chief (as warranted)
Tue, Jan 4	0700 to 1900	Full CMC staffing
Further staffing patterns will be incident dependent. The CMC will not automatically deactivate if there still is a need.		

Contact

Questions regarding this information should be directed to Bill Medigovich, Director of OET or Janet Benini, Deputy Director of OET, 202-366-5270.